

VMR-VRO CHECKLIST HOW TO ENTER COMMENTS

Narrative – The comment box on the location tab is used for communication between the Vendor Registry Office and the VMR's of institutions of higher education. This is the place to explain why a change was made, who made the change, and the date the change was made.


Guideline Reference - When to Use/Enter Comments



Navigation: *Vendors>Vendor Setup/Maintenance>Vendor Information*


1. SetID: SHARE



Vendor Information
Enter any information you have and click Search. Leave fields blank for a list of all values.



[Find an Existing Value](#) [Add a New Value](#)



Use Saved Search: SHARE 



SetID: =  SHARE 

Vendor ID: begins with 


Persistence: =  

Short Vendor Name: begins with  

Our Customer Number: begins with  

Name 1: begins with  

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

2. Enter your search criteria.
3. Click on the selected vendor.
4. Find the appropriate location.
5. Click the plus button on Location Detail to add an effective dated row.
6. Click on 'Comments'.
7. Enter your comment, include:
 - a. What was done
 - b. Why it was done and the documentation authorizing the change
 - c. Who did it
 - d. The date it was done. Example: 3-27-07 - The Bank of ND has notified us that the routing number has changed.
8. Forward the paperwork authorizing the change to the Vendor Registry Office.